



New Life For Adults And Youth

Trade Your Drugs for a relationship with Jesus Christ

STUDENT HANDBOOK

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Dear Student:

Welcome to New Life for Adults And Youth! We are thankful God has brought you here and for your freedom in Him. God is offering you a new beginning!

While you are in this Program, you are going to find yourself challenged in many areas of your life, especially as you begin to read God's Word. You will discover many wonderful and exciting principles that will help you to live a productive life in Christ.

We are here to provide you with an atmosphere of love and support, a place free of abuse of any kind, verbal, sexual or physical, a place in which you will be able to learn about God and get to know Him intimately. We are committed to serving you, teaching you, and helping you to find strength and love in your relationship with Jesus Christ. Please feel free to share your hurts, needs and concerns with us because we are here for you.

May God strengthen, deliver, and heal you while you are here at New Life for Youth.

Our love and prayers are with you!

Ministry Summary

Welcome to New Life for Adults And Youth. Our Ministry is designed to show you a new way of life, a life filled with great hope and joy and a wonderful future. As you apply yourself, we believe your life will be changed forever. The New Life for Adults And Youth Program is designed to increasingly challenge you and strengthen your Christian life.

Founded by Pastors Victor and Carmen Torres in their own home over 50 years ago, from the beginning, our non-profit ministry/program has developed into total family ministries including this long term twelve to eighteen month in-home Christian discipleship training program.

Curriculum / Education

Our Program curriculum provides you with exciting opportunities to discover and apply Biblical truth to your very own personal life. You participate in daily personal studies together with classroom teachings by our experienced, dedicated staff and counselor. For many students these individualized Bible classes and IOP will be the turning point in establishing their relationship with God and dealing with emotional trauma. New Life for Adults And Youth will focus especially on helping educate, train and cultivate your personal and spiritual growth in preparation for Christian leadership by continuing to evaluate your level of integrity throughout the curriculum. It is important that your progress reflect an increased personal commitment to Christ and obedience to His Word.

High School Equivalency Diploma Achievement

New Life for Adults And Youth promotes and encourages an academic education. If you are not a graduated student from high school with a diploma, while in Program we offer the opportunity for you to achieve a Graduation Equivalency Diploma (G.E.D.). **If Available**

Program Standards and Procedures

It is our desire that our campus be a place characterized by and directed by, Christian principles and values, not rules. Standards and procedures are provided to assist us in our communal life together. However, these procedures and guidelines are to be led by the underlying values by which we live.

V A L U E S

- ◇ **We will treat everyone with dignity and respect**
- ◇ **We will not complain**
- ◇ **We will always be a part of the solution, and not the problem**
- ◇ **Our relationships will be guided by I Corinthians 12:12-17**
Equal in relationship; different in function
- ◇ **We will support each one's potential and God given gifts**
- ◇ **We will give superior service and do everything with excellence**

General

Student Behavior

- You may not ask staff to bend the rules for you. All permission outside of general rules and policy require permission from Program Director.
- Do not “play” one staff member against another. Do not ask two staff the same question if you are denied the first time.
- Do not talk about your past life in a glorifying way while you are in the program. You are here to build a new life, so put the past behind you. This also means unedifying conversation around staff or the other students
- Horseplay, wrestling, and body punching, etc. are not acceptable. Fighting and/or threatening students or staff will be grounds for dismissal.
- Profanity is not permitted including, vulgarity, foul and/or street language.
- No off color expressions or bodily gestures.
- You are not allowed to read secular literature while in the program.
- The use or possession of drugs, alcohol, tobacco, vapes or any mind-altering substance (legal or illegal) ex. Kratom by any student is prohibited.
- Personal pets of any kind are not permitted.
- Students are not allowed to have knives, matches, solvents, glue, pornography, drug paraphernalia, cell phones money or playing cards in their possession.
- When donations of food, clothes, or materials are received, a student should direct the person(s) to a staff member or RA. At all times a thankful and gracious attitude is to be displayed toward those who donate to the ministry.
- You may not lock the door of any room you are in.
- You may not be in any other dorm than your own.

Bathroom Courtesy

Please leave the bathroom clean and ready for the next person -- showers, sinks and toilets. Do not leave any personal belongings in the bathroom. There is a ten-minute time limit in the bathroom in order to give everybody an opportunity to use it.

Black Out Period

For the first thirty (30) days, each student will be required to enter a black out period during which time there may be no contact with family members through phone call, mail and church events. All appointments must be after black out.

Boundaries

Boundaries consist of the back of the center. You can't go around front of center.

You are not allowed in the office or lobby area at any time without staff permission.

You are not allowed to use the visitor or staff bathrooms.

Students are not allowed to loiter or stand around in stairwells at any time.

A student must have authorization to be anywhere outside these boundaries. A student found in an area where he has not been authorized will receive an automatic write-up.

The Building

- You must wear shoes inside the building everywhere except your room.
- If any furniture, glass or other NLFAAY property is broken, it will be paid for by the student(s) involved.
- The staff has prearranged the furniture; don't rearrange it anywhere in the building.
- Do not adjust the thermostats or fire alarms.

Checks and Stamps

Students are not to have any money in their possession

New Life for Adult And Youth is not responsible to supply postage stamps. Please have family members send stamps to you. Correspondence should be addressed to you at:

Your Name
4905 Walmley Blvd
Richmond VA 23224

You are responsible to pay a \$1250 Student Entrance Fee. If you receive moneys, half should go toward this fee until it is paid in full.

Church Attendance

- Dress appropriately (tie, dress shirt, dress shoes, dress pants)
- No one is to talk to any females unless authorized by Staff
- [Visitors are limited to immediate family members AND must be approved by the Program Director.](#)
- If you receive a package at church, you must immediately give it to Staff or RA until the church crew returns to the Center
- Upon arrival at church after everyone is seated, students who need to visit the restroom will be sent to the restroom two at a time. When the service is completed

you must return to the van. Men will exit through side door of church. Say your good-byes quickly in the sanctuary. Do not accompany your family to their vehicle

- Students will be seated where directed by Staff or RA
- Students who are met by family members in service will inform Staff in order to be seated with family

Church and Chapel Service Etiquette

Please be in chapel 5 min early and be in an attitude of prayer. There is to be no gum chewing or eating candy during chapel or church services. Please take care of your bathroom needs prior to the beginning of the service. Please be sensitive not to make sounds or actions that would distract others or disrupt the service, i.e., yawning, stretching, moving around, talking, etc...

Holistic Approach

During your time at New Life for Adults And Youth, you will focus on full healing. This will include spiritual, mental and physical. Being that we are made up of three parts we must be healed in three parts. This will be done in several ways. Bible reading and study, IOP, counseling and group as well as recreational time.

Court and Probation

All Court appearances should have been taken care of before entering New Life for Youth. Unless prior approval has been made. If court is needed make sure probation manager knows as soon as you do. It must be put on calendar. We will take you to all court dates unless otherwise directed.

For individuals who are on Probation or Parole, a progress letter will be sent once a month to assigned officers or as requested by probation or parole officer.

Devotions

In preparation for quiet time, please be by your bed five minutes before.

Developing a quiet time with God, prayer and reading the Word, is of utmost importance to your growth and your Christian life. It's important that you find times to be alone with God. When you complete and leave New Life for Adults And Youth, there will be no one to schedule devotions for you. It is up to you to make this a permanent and lifelong practice.

Discipline

For disobeying the rules, you may receive discipline ranging anywhere from an academic assignment to extra chores, to loss of privileges, to program extension or dismissed from the program.

Dining Room

Please be at meals 5 min early and be in an attitude of prayer. During meals is a good time to socialize. Please fellowship with all the other students. Avoid cliques and loud talk.

Dismissal

Grounds for immediate dismissal

- Fighting, fits of rage or willful destruction of New Life for Adults And Youth property
- Possession or use/abuse of drugs, alcohol, tobacco, vapes or mind-altering substance, Kratom, supplements, ex Protein etc
- Threatening of any kind
- Sexual activity or advances of any kind
- Continual breaking of New Life for Adults And Youth rules
- Communicating with students of the women's program
- Not progressing in program
- Not being truthful on application or lying
- Continually breaking rules

If you are dismissed from the Program or if you decide to leave, you must take all of your belongings upon departure. If this is not possible, arrangements can be made to keep your belongings in the in a safe place to be picked up within 48 hours. Be sure to label your possessions with your name and the date of departure. Anything left longer than 48 hours will become the property of New Life for Adults And Youth and will be sent to thrift store. A staff member or RA will be present in the room when a student is packing to leave the program.

Residential Assistant (R.A)

When a new student enters the Program, the R.A. will help him to feel welcome and to adjust to his new surroundings. The Dorm Captain is a Resident Assistant (R.A.). It is also the R.A. responsibility to help the new student gets settled into his room, and to answer any questions he may have.

Dress Code

The standards for dress are modesty, cleanliness, and neatness

Chapel / Classroom	~	Ask Staff or RA
Church Sunday	~	Collared shirt, tie and dress pants, shoes
Church Wednesday	~	Collared shirt and no holes

GENERAL

- Hats are not to be worn at meals or at any other time in the building.
- Muscle shirts are to be worn only in your room or gym, but not outside
- Sleeveless shirts (wife beaters) are not to be worn outside of your room
- All jewelry, including wedding rings, school rings and chains are subject to approval by the Program Director.
- No piercings of any kind are allowed
- No open toed shoes are allowed to be worn in chapel or at meals.

The New Life for Adults And Youth House is your home. Feel free to dress comfortably as you would in your own home, for example, slippers are okay. Restrict the use of head-wraps to your bedroom, please. Please always dress modestly and keep in mind that we occasionally have guests passing through the House.

Fasting

New Life for Adults And Youth encourages the spiritual discipline of fasting and prayer. If you would like to learn more about fasting, there is an excellent book called God's Chosen Fast which will challenge you to fast and give you scriptural insight on this subject. Please see your director or house manager before deciding to fast. While in the Program, limit your fasting to one meal per day.

Finances

You will be asked to write Student Support Letters to people who may be interested in supporting you while you are here. A sample letter will be provided for you to send to your friends, family, church or anyone else you believe could help toward the cost of your stay here.

If you receive SSI checks or any other regular income while in the Program, 25% is to be given to New Life for Adults And Youth to help cover the cost of your stay. Any public assistance or unemployment income must be stopped immediately before your entry into the ministry.

Fire Alarm Procedures

The following procedures must be followed during a fire drill:

- Close all doors and windows and turn off the lights on your way out
- Walk; don't run, to the nearest exit. Check for your roommates
- Remain outside until instructed to return to the building
- Everyone must exit the building during a fire alarm

In case of an actual fire:

Ring the alarm bell / buzzer in the house to inform all occupants. Become familiar with its location upon reading this manual

Inform the Staff on duty

The Staff on duty is to call 911 and inform the Fire Department

Follow the first four procedures above

Fire Safety

No candles, matches or lighters are allowed in your room or in your possession

Haircuts

Hair is to be kept neat. Mustache must be neatly trimmed, and clean shaven everyday.

Laundry

Laundry Schedule will be posted on the information board in the Kitchen and in upstairs hallway.

Clothes must be brought to the laundry room in a pillowcase or laundry bag **ONLY** and **ONLY** on your assigned day. Do not overload your laundry bag.

Please prepare your laundry bag the night before your scheduled laundry day. Bring your laundry to the kitchen before breakfast that day.

IF THIS PROCEDURE IS NOT FOLLOWED, YOUR CLOTHES WILL NOT BE WASHED

When new students enter the Program, their clothing may be laundered that day

- Sheets and pillowcases will be washed monthly
- Blankets will be washed every three months as needed
- Bedspreads will be washed every six months (April 1 and October 1)
- You are responsible to personally hand-wash any items which require special care

- Whenever a student departs the program, all of our linens, blankets, and bedspreads must be washed

Lights

Please be sure to turn off all lights when leaving your room. Turn off and unplug irons after each use.

Mail

- Mail will be distributed during quiet time and devotions at 9:30 p.m.
- When you receive mail, it must be opened in the company of staff, and any moneys received will be recorded
- No mail can be received before completion of thirty days in the Program
- There will be no mail sent while on work sites. This is cause for an automatic write-up.
- If anyone should be caught sending or receiving any mail that is unauthorized, disciplinary action will be taken

New Life for Adults And Youth encourages you to stay in contact with only those immediate family members who are a positive influence in your life. You will need to supply your own paper, envelopes and stamps. Put all outgoing mail in the indoor mailbox.

Mail received from anyone who is not on your mailing list or mail that is questionable will be placed in your file to be given to you upon graduation or departure from the Program.

Meals

Meals must be eaten in the dining room. After each meal please stack your chair and clear your dishes and utensils. **Food may not be taken from the dining room. No food is to be in your room.**

Guests are served first at meals. If ladies are present, they and their companions are always allowed to the front of the line.

You are expected to show a good attitude of thankfulness at every meal. You may not get seconds until the kitchen staff calls "seconds".

Medical and Dental Emergencies

New Life for Adults And Youth is not a medical care facility and is unable to provide 24-hour onsite medical supervision. Therefore, all students entering the ministry must be in good health and be able to participate in all Program activities. If a student's health deteriorates to the point where he is no longer able to participate in the daily activities of the ministry, a medical leave of absence and/or dismissal for medical reasons will be necessary.

EACH STUDENT IS RESPONSIBLE FOR ALL MEDICAL BILLS INCURRED WHILE IN THE MINISTRY.

Medication

When you enter the New Life for Adults And Youth Program, your medications will be checked to be sure that they can be taken within Program guidelines. Abusing your medication is grounds for dismissal from the program.

Guidelines to help you in making decisions regarding medication Include

- Each new medication must be submitted to staff upon your return from the doctor
- Take only the recommended dosage of any medication
- Medications with alcohol content may not be taken.
- Narcotic medications may not be taken
- No diet aid medications or sleeping pills may be taken
- Laxatives should be used sparingly and only when needed
- Medications should not be taken that will give you a "buzz" or create a "high". You will have to monitor the effects of the medication for yourself
- Take all prescription medications as prescribed. Be careful not to miss doses of the medication as it is necessary for your health
- Any mental health prescriptions must be approved by the Director

If you have any questions regarding the content or side effects of a medication, please see the director/manager.

If you do not have money for your medication, we will contact your family for assistance.

We encourage you not to take too much medication or to immediately turn to pills to relieve your symptoms. God is our Great Healer and you can pray to Him to touch your body.

Music and Entertainment

There are table games available in the House for your free time. You may watch television/movies during scheduled times on Friday, Saturday and Sunday. The following are acceptable: news, sports, Christian videos, G through PG13 rated movies/videos, and any special programs approved by the director/manager. No TVs or radios are allowed in any student bedroom.

Off Site Work Details

While on work detail, be respectful. No phone calls; no shopping; no unauthorized stops. No discussion of New Life issues with the people you are working for. The authority of the individual in charge must not be questioned. If your name is on a work list, do not attempt to get off the list, for your attempt will not work.

Keep in mind, Brothers; we are to have a Christ-like attitude in all we do.

Passes

The following guidelines will assist you in planning your passes:

A Pass Request Form may be obtained from the House form box. The completed form must be submitted to your director/manager. All requests are to be submitted at least two weeks before the date of the requested pass.

Day Pass: A one day pass is only given to a student to visit with family in the local area. 8-hour max. Approved by director/manager.

Overnight Pass: A student will be eligible for an overnight pass after completion of 3 – Months in the Program. Approved by director/manager.

Week-end Pass: A student will be eligible for a week-end pass after 6 Months in the Program and a second week-end pass at 9 Months in the Program. Approved by director/manager.

EXCEPTION: After the first 90 days in Program, if you are married and have a valid marriage certificate on file, and have met the approval of Program Director you are eligible for one overnight pass each month.

You can only have one pass a month.

New Life for Adults And Youth will not provide any transportation. You are responsible for all travel arrangements and costs.

Once your pass has been approved, you must make any final travel and lodging arrangements.

If your pass days include Sunday, you are encouraged to attend church service.

Please notify your work supervisor about your pass days at least one week in advance of the pass.

TRAVEL TIME: Travel time may be granted for students who have residency 5 hours or more away from the Center. This does not apply to marriage passes. Must be approved by director/manager

The Program Director has the final say on your requests. These privileges are dependent on what month you are in, your general progress and attitude in the program. Passes will not be given under unsafe or questionable circumstances.

It is mandatory that you contact your Dorm Captain, Staff or RA upon your return to New Life for Adults And Youth. Drug tests will administer on return from pass.

Personal Hygiene

Each student must take a shower daily. Showers may last no longer than ten minutes. Hair should be clean and neat. If you have particular hygiene problems, please feel free to ask Staff for help or advice. Each student must be clean shaven daily.

Protocol

- No titles are necessary when addressing each other (Sister, Brother), unless an individual has requested to be addressed in a particular way. Titles do not command respect, but rather the position the Lord has given us in relation to each other and the manner in which an individual relates to and deals with others elicits respect. The Bible instructs us to submit to our earthly authorities with sincerity of heart.
- Refrain from developing attractions with anyone while in the program. God has called you here to develop a relationship with Him. Interaction with anyone in order to meet your needs would be a distraction to his/her spiritual growth and would be a selfish act. This may result in dismissal from the Program. Guard your heart and look to God for your emotional needs to be met.
- You are here to be ministered to so that you can eventually enjoy healthy, responsible and loving relationships.

Punctuality

Please be 5 min early to **ALL** scheduled activities: meals, classes, work, chore and any meetings or appointments. The clock in the cafeteria is the official time for all activities. Please set your watches and clocks accordingly.

Radio / Music Policy

Only Christian music will be allowed at New Life for Adults And Youth. NO EXCEPTIONS

Relations with other Students

- If a problem arises with another student, first pray, then approach the student with a proper attitude. If there is still a problem, bring it to a staff member.
- Students are not allowed to buy, sell, trade, borrow or lend money or belongings to other students. However, you can give things away.

Relations with staff

- Bring complaints regarding statements or actions of any staff member to your mentor, not to other students or staff.
- Students are not allowed to ask staff for money. If you have a legitimate need, you may fill out a request form.
- Staff and volunteers are to be addressed with due respect even when you think they are wrong on a matter concerning yourself or the center. Staff should be addressed as “brother” or “sister” or Mrs., Mr., or Pastor.

Relations with other people

- When a student comes into NLFAAY their communication is limited to their immediate family and Pastor.
- You are not allowed to exchange your name and address with anyone you meet while out of the Center. If someone that you are not allowed to communicate with addresses you, kindly inform them that you are in a program, referring them to a staff member if necessary.
- While in the program, you may not talk to anyone that is not on your approved communication list.

Rooms

Rooms are to be kept neat and clean at all times. Daily duties are to be done and drawers and closets kept tidy. All your clothes are to be put away, never draped on bedposts or left on chairs. If clothes are drying, they must be cleared each morning.

Please do not tack, tape, staple or nail anything to the walls, windows or closets. This will help keep the rooms looking nice for a longer period of time.

As roommates, decide how the room duties will be delegated to each person. Each person is responsible to do his duties, and to make sure that his roommates have completed theirs. Room and assigned duties are to be completed before morning chapel Monday through Friday. House duties should not begin until after breakfast.

Please respect each other's time and property.

Shopping

Anything you need, please feel free to write home or to your church for it.

Sermon Notes

- Students must take sermon notes at all Wednesday & Sunday church services, special chapel services and all special services (i.e. graduation services, etc).
- Staff will hand out sermon note sheets when they are to be completed.
- Sermon notes are to be handed in to the staff or RA on duty after each service.

Sickness

Everyone must get out of bed each day and attend Class. After Class, please inform your RA if you are not well. He will then bring the matter to staff who will determine whether or not you are to have bed rest. If you are on bed rest, arrangements will be made for someone to bring you soup for meals. You must stay in bed.

Students who are not up to a high standard of general health, and are continually sick and in need of medical attention may have to have a medical leave.

Snacks

- Snacks are served according to staff's discretion.
- Snacks are optional.

Study Hall

- Study hall is as per current schedule.
- There is to be no talking.
- If you have no homework to do you may read your Bible. You may not write a letter, read another book, do academic discipline, etc.

Telephones

For the first thirty days in Program, you will not make any phone calls. You may not receive personal telephone calls at all. Focus on your purpose for coming to New Life for Adults And Youth. After completion of thirty days in the Program, the limit on personal telephone calls is 15 minutes on both Friday and Sunday (2 calls per week). Times are monitored by Staff or RA, and must be respected. Telephone calls are limited to approved call list.

Visitors

Families are not allowed to visit students while on work call (carwash, thrift store and etc) or without pre-approval of program director. Visitors may come to Church services, but you must have prior approval from director/manager. And it must be after 30 days and you can not be on discipline.

Throughout the year, special events occur at the Center (Thanksgiving and Christmas) as well as the church. Visitors must be approved by the director/manager

Wake up

- When wake up is announced you must get up out of your bed within 5 minutes.
- Wake up times are posted on current schedule.

REMEMBER AT ALL TIMES, THE REASON THAT YOU CAME TO NEW LIFE FOR YOUTH WAS TO LEARN HOW TO LIVE YOUR LIFE IN A BETTER WAY THAN YOU HAVE THUS FAR. RULES AND GUIDELINES ARE ALL A PART OF LIVING A BETTER MORE FULFILLING LIFE.

PROVERBS 3:1-2 SAYS:

**MY SON, FORGET NOT MY LAW; BUT LET THINE HEART KEEP MY
COMMANDMENTS;**

**FOR LENGTH OF DAYS, LONG LIFE, AND PEACE,
SHALL THEY ADD TO THEE.**